



CALIFORNIA STATE CONTROLLER’S OFFICE
OPEN SPOT EXAMINATION (SACRAMENTO)-ONE DAY FILE IN PERSON
ASSOCIATE EDITOR OF PUBLICATIONS
MONTHLY SALARY RANGE
\$4111-\$4997

Note: The salaries used in the bulletin are the latest from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

6CO23

FINAL FILING DATE	MAY 12, 2006 is the File-in-Person date. This is a File-in-Person examination. Applications will only be accepted on MAY 12, 2006 between the hours of 8:00 A.M – 5:00 P.M. at the Office of the State Controller, 300 Capital Mall, 6 th Floor, Suite 606, Sacramento, CA 95814
INTERVIEW DATE	It is anticipated that examination interviews will be held during June/July 2006.
WHO MAY APPLY	This is a File-In-Person, Open Spot examination for Sacramento. Applications will not be accepted on a promotional basis.
HOW TO APPLY	<p>One Day File-In-Person Only:</p> <p>You must apply in person for this examination on MAY 12, 2006 between the hours of 8:00 a.m.- 5:00 p.m. at the location listed below. You will be required to provide proof of identification when you apply in person. Applications will not be accepted by mail, messenger, inter-officer mail or express delivery. Applications delivered before or after the final file date and listed times will not be accepted.</p> <p>Apply In-person at:</p> <p>State Controller's Office 300 Capital Mall, 6th Floor, Suite 606 Sacramento, CA 95814</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the <i>final-in-person date</i>. The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:</p> <p>Either I</p> <p>One year of experience in the California state service performing publications editing duties of a class with a level of responsibility equivalent to that of Editorial Assistant, Health and Sciences.</p> <p>Or II</p> <p>Experience: Three years of increasingly responsible professional writing, two years of which must have included the responsibility of publishing and editing publications.</p> <p>And</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for college education on a year-for-year basis.)</p>
THE POSITION	Under general direction, as an editorial specialist, to perform a wide range of difficult and responsible editorial tasks in preparing material for publication; and to do other related work.
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligibility list, a minimum rating of 70% must be obtained in the interview.</p> <p>Qualifications Appraisal Interview – 100%</p> <p>SCOPE:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Editing principles, practices, and methods.2. English usage, methods of reports reproduction.3. Publication format.4. Principles of supervision. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Write, edit, and revise material for publication, abstract professional literature.2. Analyze data.3. Direct others in their work.4. Organize and lay out printed material.5. Analyze situations accurately and take effective action.6. Establish and maintain cooperative working relationships.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

ELIGIBILITY LIST INFORMATION	A departmental open eligibility list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS AND CAREER POINTS	Veteran's preference credits are not granted in non-entry level classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligibility list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS